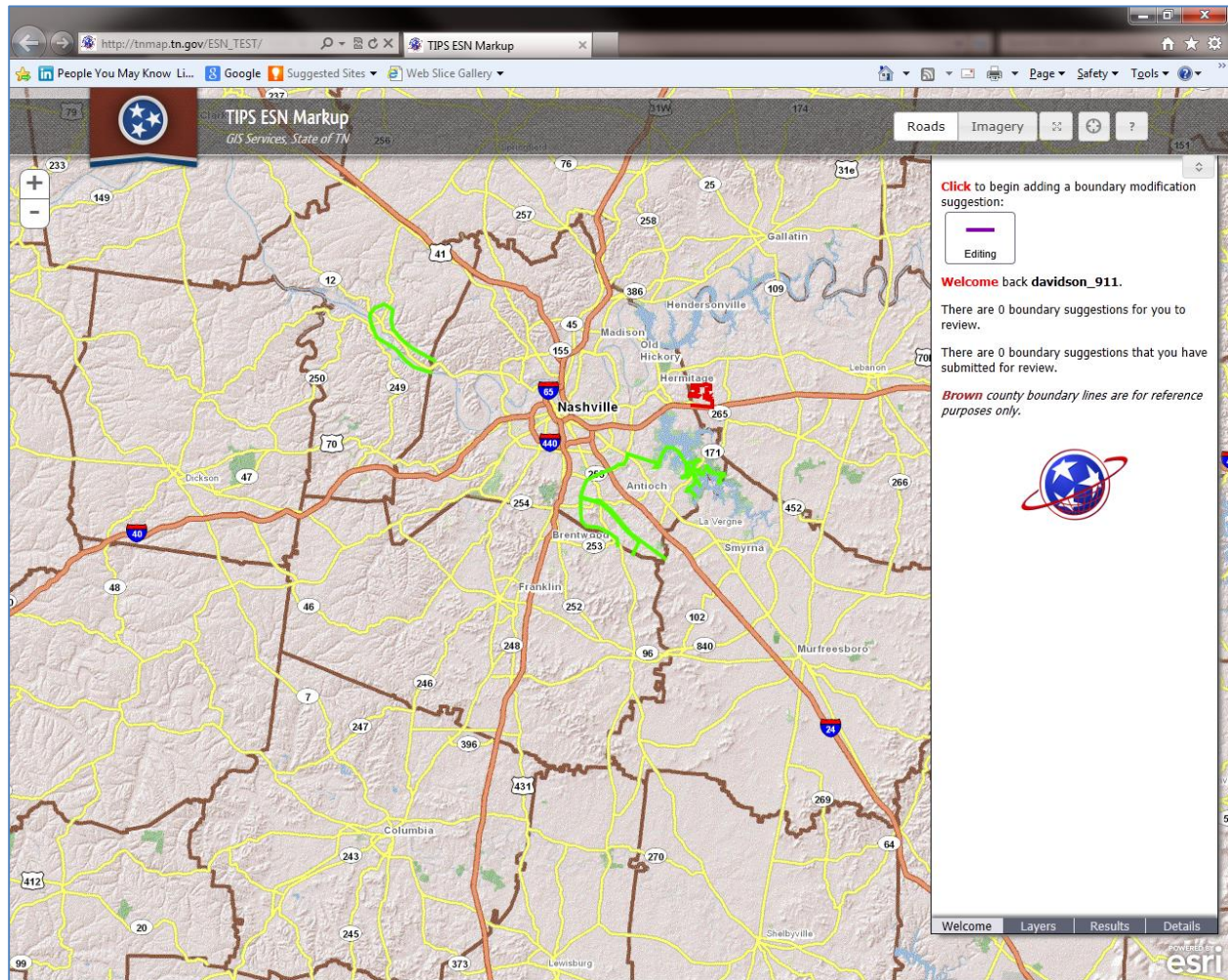


# USING THE ESN WEBSITE

A "How-To" Presented by OIR-GIS



<http://tnmap.tn.gov/esn/>



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# TIPS ESN Markup - Overview

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The TIPS ESN Markup website facilitates the coordination and changing of ESN boundaries by their respective ECDs. An ECD can sign in to this site and either add a markup line to an existing boundary or approve or decline another ECD's proposed change to their shared boundary. This document outlines how to use the website to accomplish these tasks. If an ESN boundary which does not change a boundary with another district, known as an internal boundary, is edited, the boundary suggestion is automatically approved. The district is the authority over this data, and no other approval is needed. However, if an external boundary is changed, it must be approved by the adjoining district(s). Submitting a change does not immediately update the ESN in the State database. It will be updated and available for download the day after the OIR editor has made the change in the State database. For more information about this, please contact your Regional Representative.

## Contact Information

OIR GIS Services can be contacted through [TN911.GIS@TN.GOV](mailto:TN911.GIS@TN.GOV)

## Signing In

Each ECD is assigned a unique login and password. This password controls what information the user sees and how they can interact with it. For example, an ECD can only adjust boundaries which are within or along the exterior of their district.





# Overview: Basic Map Functions

Zoom In or Out

Double clicking zooms in also  
Mouse wheel also zooms In and Out  
Click and drag to move map

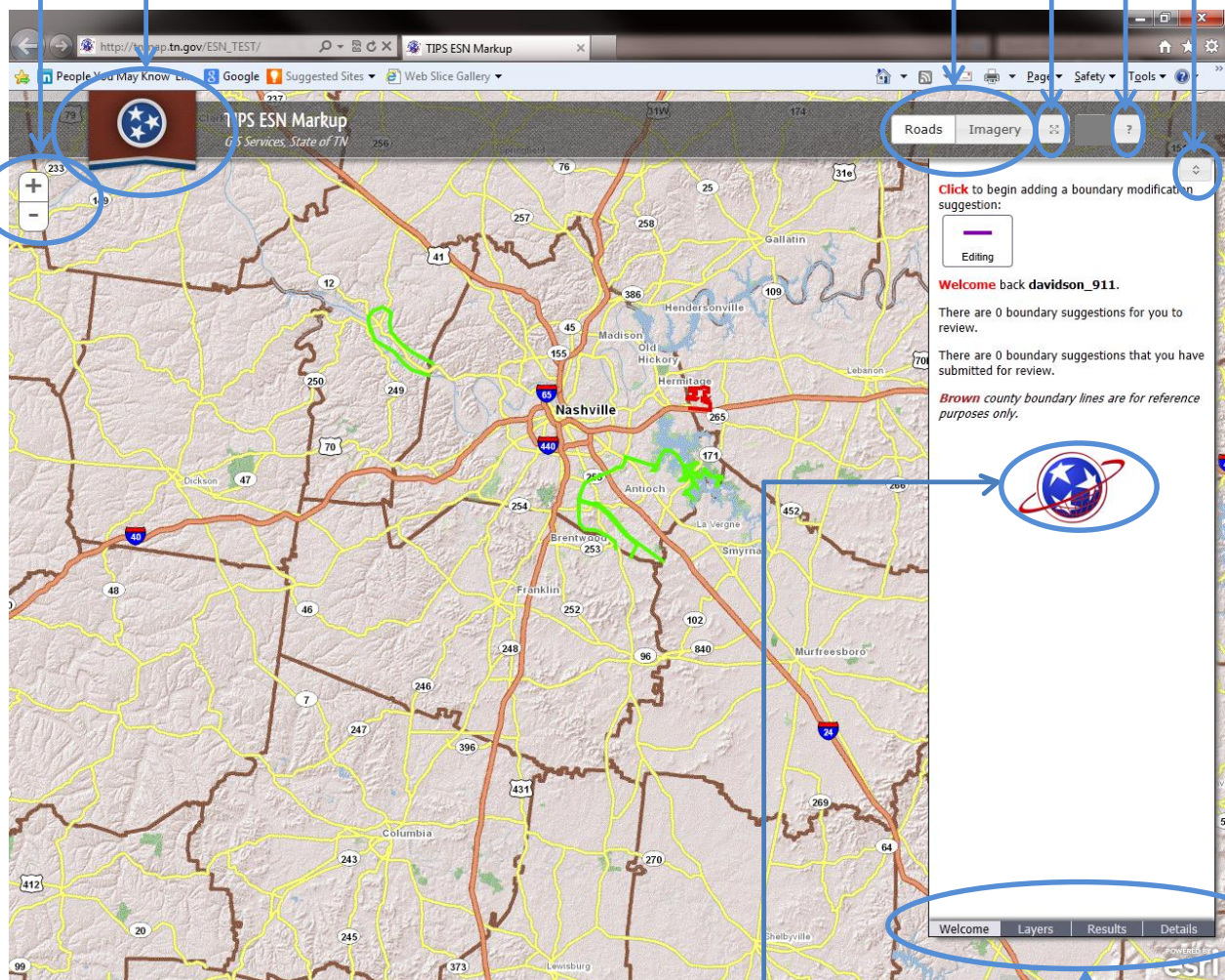
Expand/collapse menu window

Help menu – This Document

Zoom to your district

Toggle between Imagery and Map

Directs you to TN.gov main page



Directs you to TN Map main web page

Toggle between Tabs

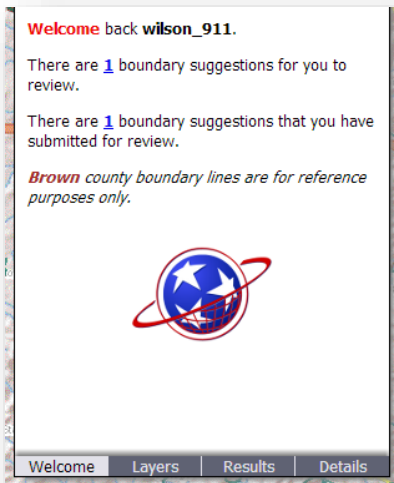


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# Overview: The Four Tab Screens

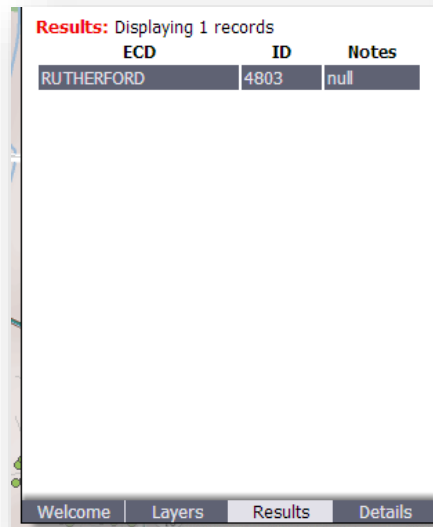
## Welcome Tab

This is the default screen.



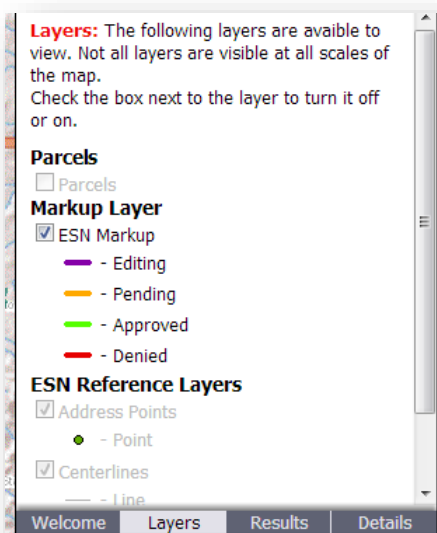
## Results Tab

Displays any selected suggestion lines



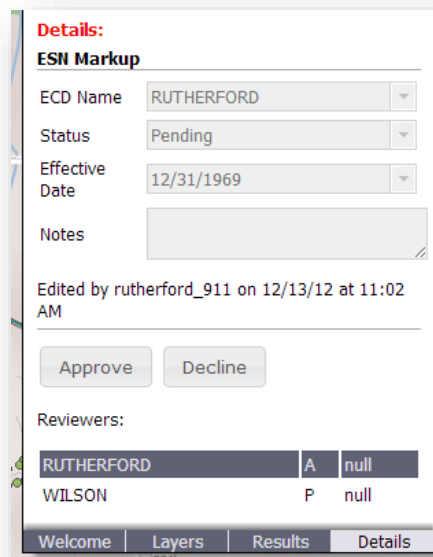
## Layers Tab

This tab allows you to toggle layers on and off. Certain layers are only visible when zoomed in past a certain point. These will appear grayed-out until the map is zoomed in far enough.



## Details Tab

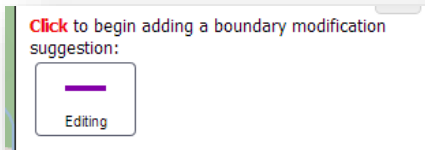
Displays any details entered pertaining to a suggested boundary change.



# Overview: Working with Markup Lines

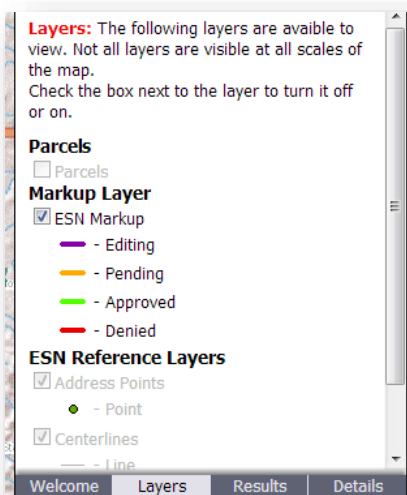
## Adding a markup line

This is the editing button. It is highlighted when you are editing. To start or stop editing, simply click the button.



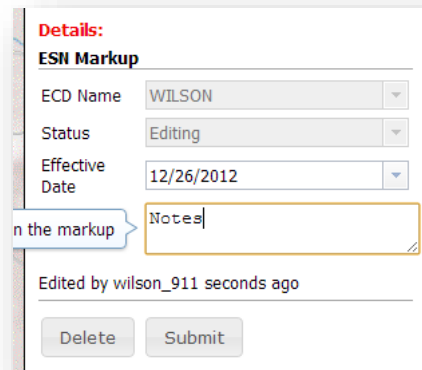
## The “Markup” layer

This layer has four components. The “Editing” line, shown in purple is any line that has been drawn, but not submitted. “Pending,” shown in orange, is a line that has been submitted, but is waiting on another district’s approval. “Approved,” shown in green, is either an internal line that has been submitted, or one that has been approved by another district. “Denied,” shown in red, is a line which has been declined by another district.



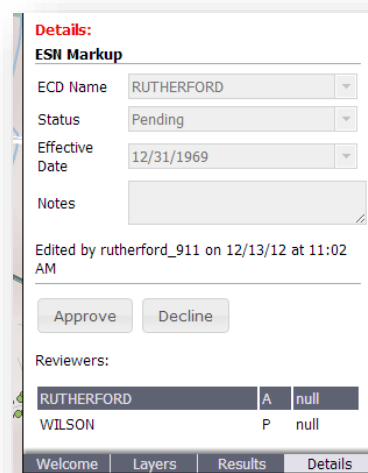
## Submitting a markup line

These fields tell the editor or adjoining district any additional information along with the physical boundary suggestion.



## Approving or declining a line

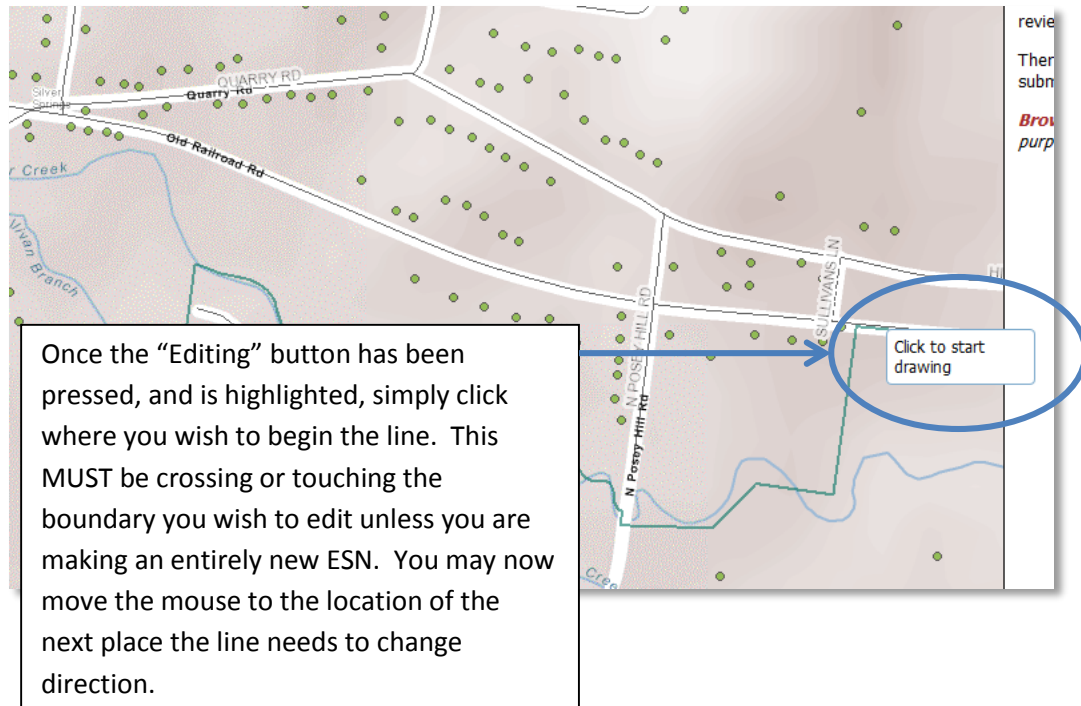
This is only applicable to you when another district has submitted a suggestion for you to review.



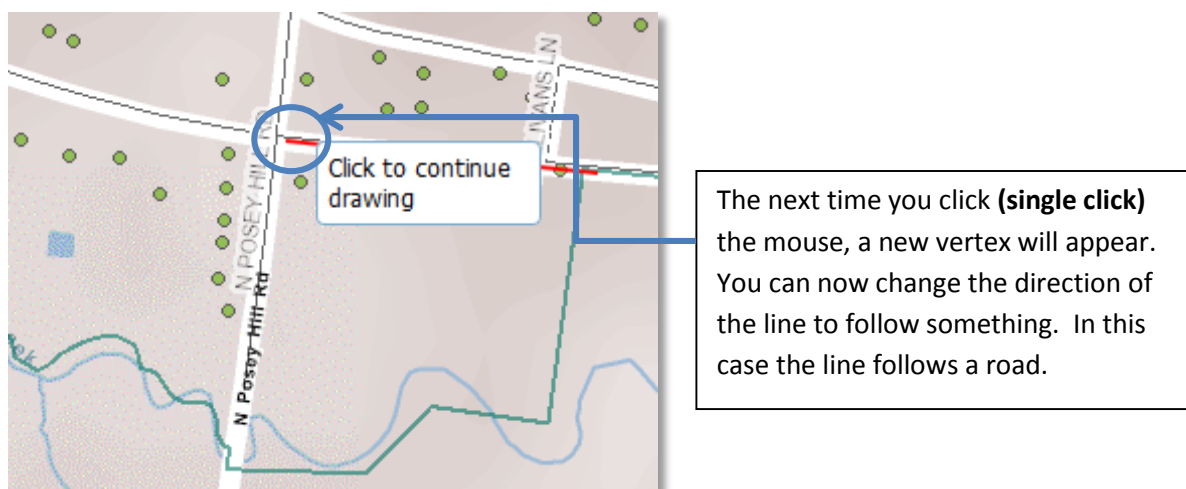
# Overview: Anatomy of an Edit

This section explains the basic process for drawing in an edit line. For more information on this, see the “Submitting a Change” section. It is imperative that one boundary suggestion be submitted as a single edit line. The only time that more than one line is acceptable is when more than one boundary change is required, and the two are not connected to one another.

## Beginning an edit:



## Adding a vertex:



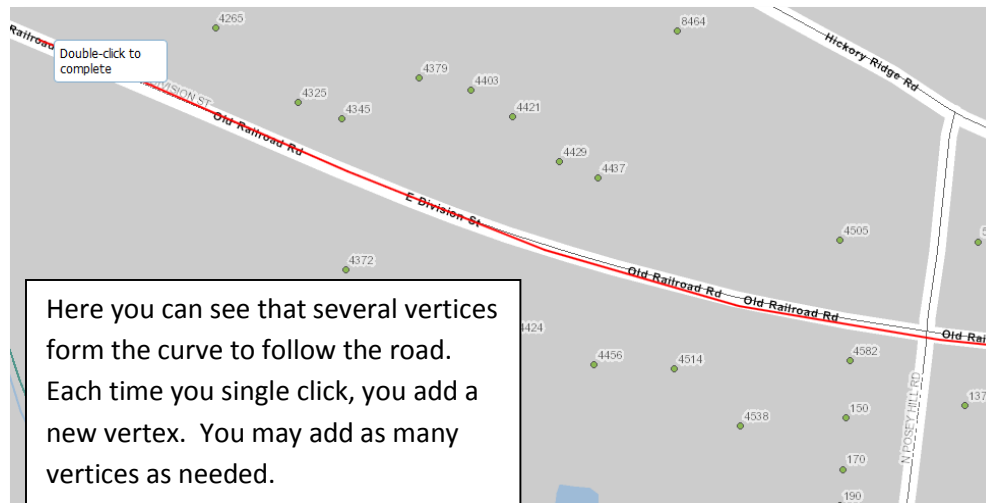
Continued on next page:



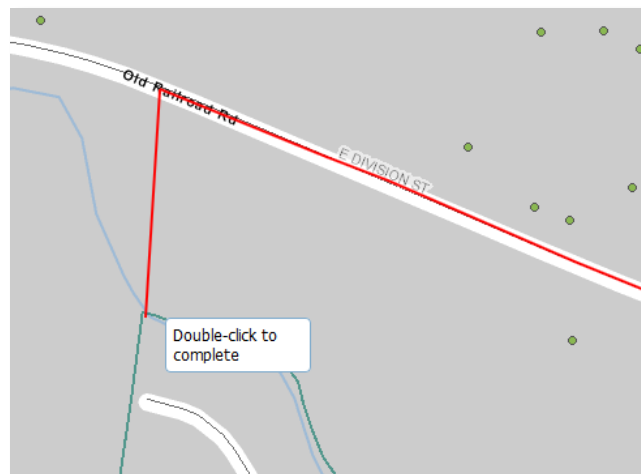
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### Adding vertices to form a curve:



### Zooming and panning while editing:



Here, you can see we have zoomed in and moved the map while in the middle of an edit. Doing this is simple. You may either zoom by using the scroll wheel on your mouse or by using the “+” and “-” buttons on the screen. **Although, double clicking also zooms in, doing this during an edit will end the line. Do not double click until you are ready to end the line.** To move the map, or “pan,” simply click the mouse and hold the mouse button down. Your mouse cursor will become a four-armed cross. Moving your mouse will move the map. Upon mouse button release, you will be able to continue adding vertices.

### Ending a Line:

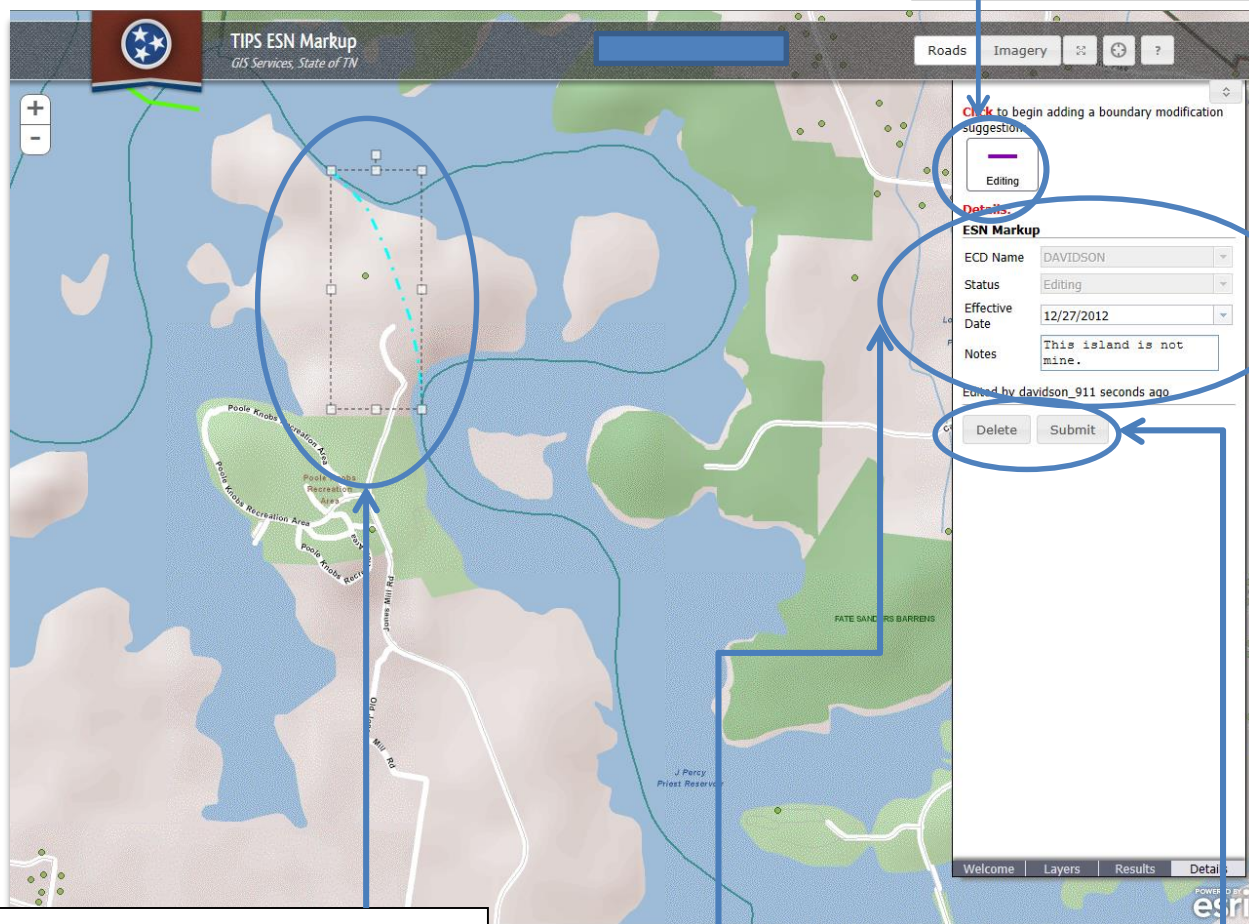


To end a line, simply double click. As with beginning, the end point must be touching or crossing the existing boundary that you wish to change. Upon ending the line, it will be highlighted, and the “Details” tab will be shown.



# Submitting a Change

**Step 1:** Click the Editing Button – You are editing when the button is highlighted.



**Step 2:** Draw modified boundary (for more information, see “Anatomy of an Edit”)

**NOTE:** Unless you are making a completely new and isolated ESN, your edit **MUST** cross or touch the boundary to be modified twice. This will be the “new line.” We must know where it joins the old boundary on either end of the line. **This should be done as one line per boundary edit, not several per edit!** To add a vertex, click once. To end, double click.

**Step 3:** Fill in Attributes to be submitted

**NOTE:** Notes are intended to be for the OIR editor or for an adjoining ECD (if applicable). We do not need to know the reason for the edit, although an adjoining district may find it useful. Use this field to better direct the OIR editor.

**Step 4:** Submit or Delete

## Additional Notes:

It is important when making an edit, to make only one modification line per individual boundary change.

To move the map while editing – click, hold and drag

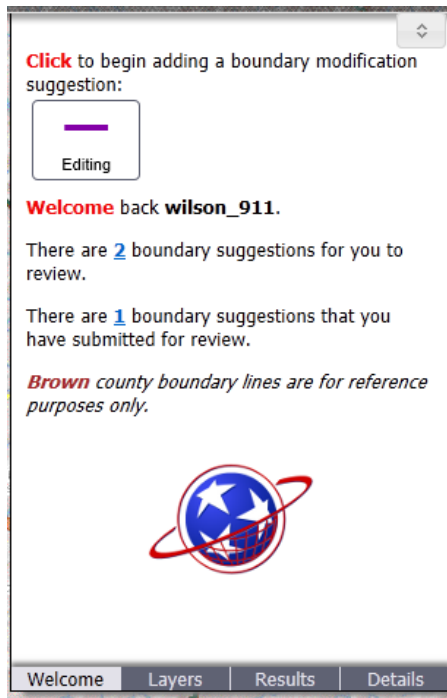
To turn layers on and off while editing, simply go to the “Layers” tab and click the check box next to the layer. Certain layers will not turn on when zoomed out past a specific point. These layers will be grayed out, and cannot be turned on until the map is zoomed in far enough.



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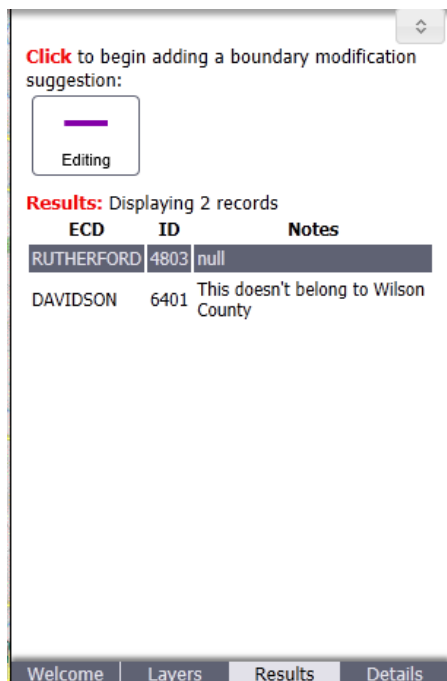


# Reviewing a Change



**Step 1:** Upon Login, the Welcome Tab will display any notifications and outstanding submissions

**NOTE:** The numbers are links that will zoom to any suggestions for you to review. It will also switch to the results tab shown below. The same applies to those that you have submitted and are waiting for review by another district.

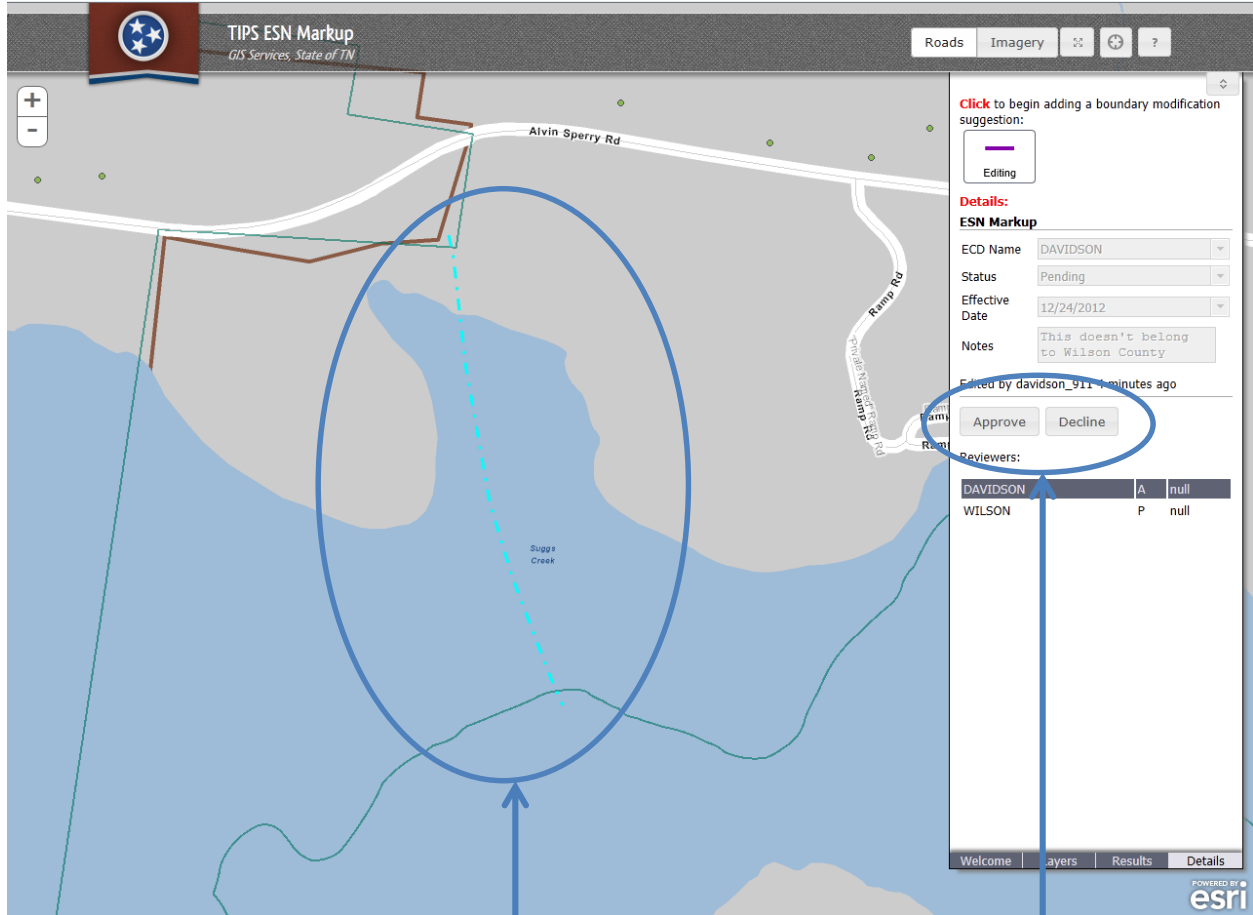


**Step 2:** When you click the highlighted number it will bring up the results tab listing all records for you to review – click on the individual record you would like to review.

**NOTE:** The ECD that submitted the suggestion is shown, along with any notes provided. The “ID” is for OIR purposes only.

Continued on next page





**Step 3:** Review the submitted edit

**NOTE:** You may not move or edit the suggested change.

**Step 4:** Click Approve or Decline

**NOTE:** It is recommended that if you hit Decline, you contact the district who submitted the change to discuss how to proceed.

Confirm decision?

You have chosen to **approve** the suggested ESN change.

You can also submit notes with this decision if you would like.

Submit Decision

Cancel

**Step 5:** The box shown here will pop up and will allow you to add any notes along with your decision. This is not required, but may be useful.

**Step 6:** Return to the Welcome Tab to review the next submission. Repeat as necessary.



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